

June 06, 2018

PIN 18-06-CCP

TO: ALL CHILD CARE LICENSEES AND PROVIDERS

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: **Mandated Child Abuse Reporter Online Training and Guidance on
Third Party Alternative Training Requests**

Provider Information Notice (PIN) Summary

PIN 18-06-CCP provides information on the Department's online mandated child abuse reporter training module and guidance for individuals or trainer programs who request Department approval for alternate third-party training in lieu online module.

Assembly Bill (AB) 1207, Chapter 414, Statutes of 2015, added [Health and Safety Code Section 1596.8662](#) to create requirements for mandated child abuse reporter training. Applicants, licensees, and facility employees may meet this requirement free of cost by accessing the online training module provided on the Department of Social Services, [Mandated Reporter Training Website](#).

Effective January 1, 2018:

- Applicants must meet requirements as a precondition to licensure
- Existing Licensees and employees must meet requirements by March 30, 2018
- New facility employees must meet requirements within 90 days of employment

Upon completion of the training, the online module will issue proof of completion documentation. The licensees shall maintain this documentation on file at the facility for all employees, making proof available upon Department request. The required training must be completed every two years, and is verified during inspection by checking for the displayed date of completion on the trainee's proof of completion documentation.

[Health and Safety Code Section 1596.8662\(b\)\(5\)](#) also provides an option for individual(s) to meet requirements using an alternate training in lieu of the Department's free online training. For the individual(s) seeking to take an alternate training, or for alternate training program(s), the law requires that the Department approve the training in advance.

Approval Process to take an Alternate Training (Alternative to the Online Module)

The local [Licensing Regional Offices](#) will receive requests and issue approvals for alternate trainings once verification of all required materials is completed. The process for approvals will be the same for both requests from individuals (licensees or facility employees who want to take an alternate training) and requests from training programs.

[Form LIC 9226](#) "*Request for Training Approval*" is available to facilitate requests that will meet the criteria for Department approval. Requests should be submitted in writing to the local Licensing Regional Office and include the following information:

- **Date and Contact Information** – Provide contact information to include: name, business address, and phone number, for the individual(s) making the request and the training program providing the alternate training.
- **Verification of the Curriculum** – The individual(s) submitting the training request is responsible for verifying that alternate training includes, at minimum, the specific information required by law. The request should include an outline of the training curriculum clearly exhibiting required information to the Department.
- **Acknowledgement for Receiving "Proof of Training"** – The individual or third party training program making the request is responsible for ensuring the alternate training will provide each trainee proof of completion documentation. To ensure proof for compliance, trainees must receive documentation displaying:
 1. Name of trainee (who received the training)
 2. Business name of training program (who provided the training)
 3. Date of training completion

The Department is not responsible for records retention of issued approvals; trainees are responsible for preserving their approval documentation. The licensee should ensure employees, who receive an alternate training, attach a copy of their Department approval (LIC 9226) to their proof of completion documentation on file at the facility.

If a new license applicant, licensee, or facility employee does not have proof of

training documentation, as specified, then the Department may issue a notice of deficiency and a *45-day plan of correction* per [Health and Safety Code Section 1596.8662\(d\)](#).

As per [Health and Safety Code Section 1596.8662\(e\)](#), a licensed child day care provider or applicant for that license, an administrator, or employee of a licensed child care facility is exempt from the detecting and reporting child abuse training if he or she has limited English proficiency and training is not made available in his or her primary language. Once the detecting and reporting child abuse training is made available in his or her primary language, free of cost on the Department's website, this exemption will no longer apply.

If you have any questions, please contact your local [Licensing Regional Office](#).